



Technology
Support

Adobe Acrobat X Pro

ShortCourse Handout



TEXAS TECH UNIVERSITY
Information Technology Division

Texas Tech University | Heide Mansouri

Adobe Acrobat X (10) Pro

ShortCourse Handout

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Credit: This document was mostly adapted from Adobe Acrobat X Classroom in a Book.

Introduction

- Adobe PDF (Portable Document Format) is a universal file format that can be viewed on any platform (Windows, Mac, etc.) with the free Adobe Reader, or any of the Acrobat family products.
- You create a PDF file by converting other documents and resources to **Portable Document Format (PDF)**.
- Adobe Acrobat is a powerful tool with many uses, **but it is not an authoring application** - *that is, not an application in which you design page layouts, write text, or create and place images on a blank page. Instead, it works in harmony with other applications and built-in operating system features to produce PDFs that you can then use for a variety of purposes.*
- The best method for creating a PDF depends on several things:
 - What is the **source document** (documents printed on paper, Word documents, InDesign files, digital images, or spreadsheets)?
 - If the document you want to convert is already open in its authoring application, then there are several ways to convert the file to PDF without opening Acrobat.
 - Similarly, if Acrobat is already running, then you don't have to open the authoring application to convert a file to PDF.
- This course is designed to help you learn simple techniques to **create PDFs**, work with **multimedia**, use **commenting** tools, create PDF **forms**, and more.

Adobe Acrobat Family, if you are using Windows OS

- Adobe **Acrobat X** Standard
- Adobe **Acrobat X Pro** (not professional- just pro includes **Adobe Live Cycle Designer ES2** program)
- Adobe **Acrobat X Suite** (includes **Adobe Acrobat X Pro, Live Cycle Designer ES2**, Adobe Photoshop CS5, Adobe Captivate 5, Adobe Presenter 7, Adobe Media Encoder CS5 programs)

Adobe PDF Advantages

- Adobe **PDF preserves** exact **layout, fonts, and format** ; regardless of the computer Operating System (Windows, Mac, etc.)
- PDF can contain **multiple languages**.
- PDF can be **secured** to prevent undesired changes or printing, or to limit access to confidential documents.

Course Objectives

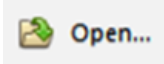
After completing this ShortCourse, you should be able to:

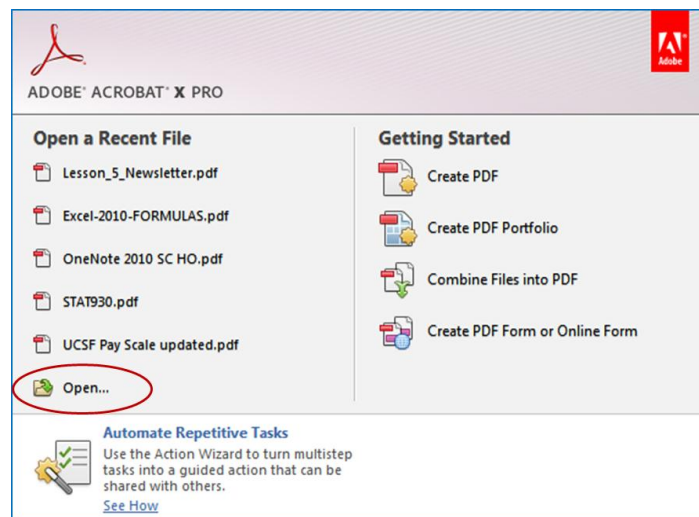
- **Convert** a file to PDF;
- **Combine** and build a PDF **Portfolio** from multiple files;
- **Convert** web pages to PDF;
- Add **headers, footers, watermarks, and backgrounds**;
- Use the **Selection** tool for quick re-purposing of content;
- Create **blank PDF pages** to compose content directly in **Acrobat X Pro**;
- **Manage** all your PDF files with the **PDF Organizer** ; and
- **Sign** a PDF file.

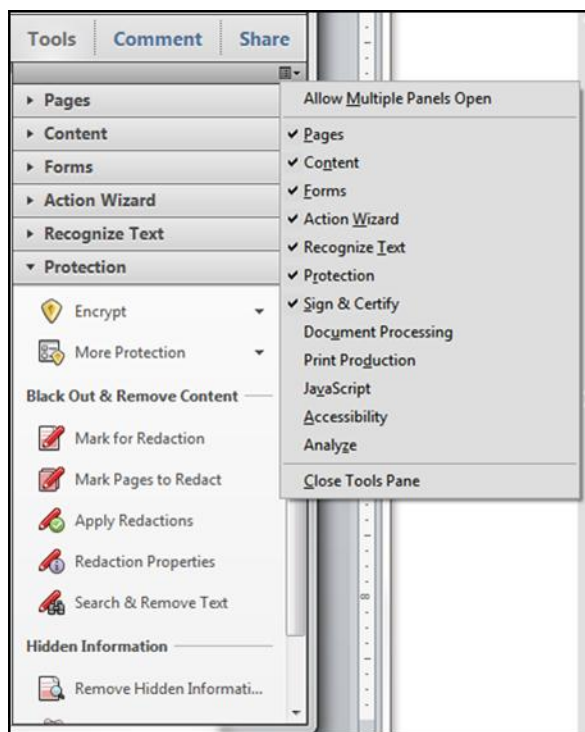
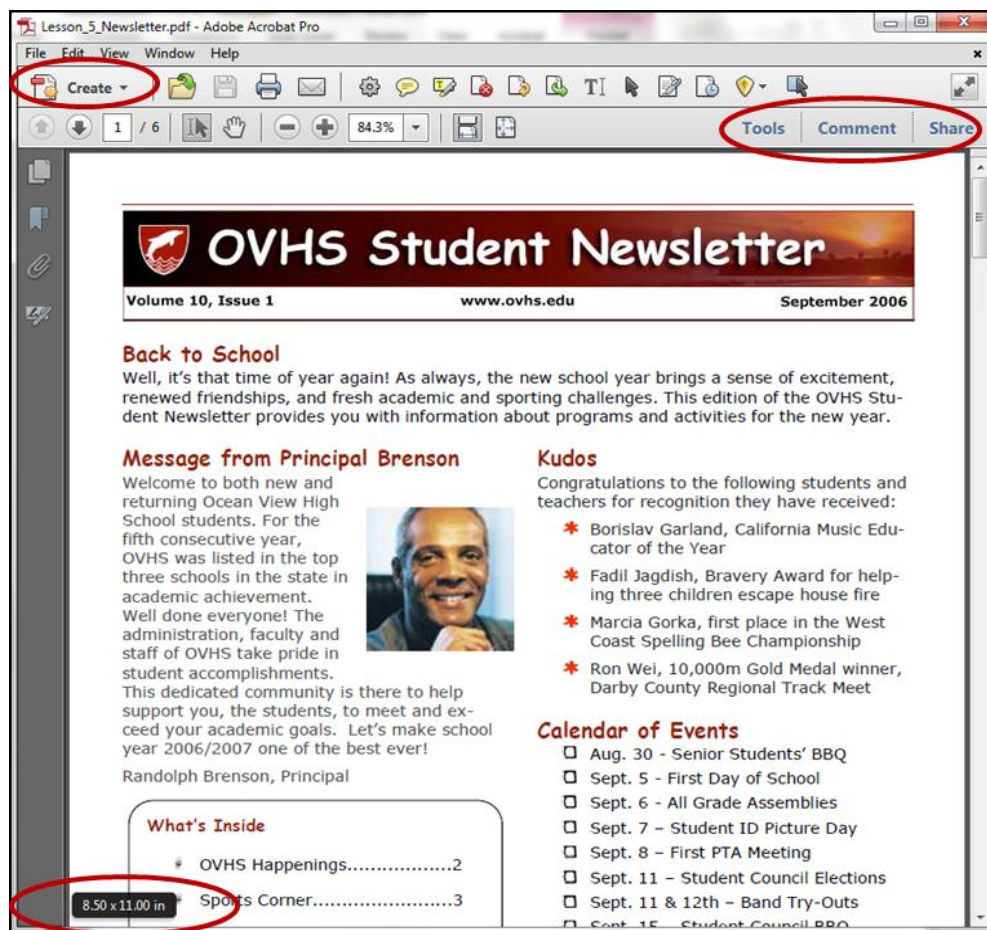
Starting Adobe Acrobat X Pro

Adobe has completely redesigned the Acrobat user interface. If you've used earlier versions, the new user interface may take a little getting used to. To start the program, choose **Start -> Programs -> Adobe Acrobat X Pro**.

Exploring the work area

- Click  and navigate to the **Lesson_5_Newsletter.pdf** in SC folder, located in the ATLC labs at My Computer\ShortCourse Materials\Graphics\Adobe Acrobat\Lesson_5_Newsletter.pdf (or, File -> Open -> SC Materials -> Graphics -> Adobe Acrobat -> Lesson_5_Newsletter).
- Double-click the file to open it. **Note:** The Acrobat menu bar appears only when it is open as a standalone application. When Acrobat is open within the browser, only the browser application menu appears at the top of the window.
- This document is a six-page newsletter.
- Click any of the menu names to see a menu of commands.
- If you close the menu bar by choosing **View -> Show/Hide -> Menu Bar**, you won't be able to access any menu commands to reopen it. To reopen the menu bar, press **F9** (Windows).
- The task pane buttons located on the right side of the window: **Tools**, **Comment**, and **Share**.
- Click **Tools**.







Getting Help


- Choose **Help** -> **Adobe Acrobat X Pro Help ... (F1)**
- Click the **Getting Started Tutorial** (under **Popular Resources**), to learn more about **Acrobat X Pro**.
- **Close** the Getting Started Page.





Browsing a PDF document

- If you're not on the first page of the document, enter 1 in the page number box on the **Common Tools** toolbar, and press **Enter**.
- Choose **View** -> **Zoom** -> **Fit Width** or click the **Scrolling Mode** button  on the Common Tools toolbar to resize your page to fit the width of your screen.
- Select the Hand tool , and hold down the mouse button. The pointer changes to a closed hand.
- Drag the closed hand up and down in the window to move the page on the screen


(similar to moving a piece of paper around on a desktop).

- Press **Enter** to display the next part of the page. You can press Enter repeatedly to view the document from start to finish in screen-sized sections.
- Choose **View -> Zoom -> Zoom To Page Level**, or click the **Fit One Full Page** button 
- You can also use the **scroll bar** to navigate to a specific page.

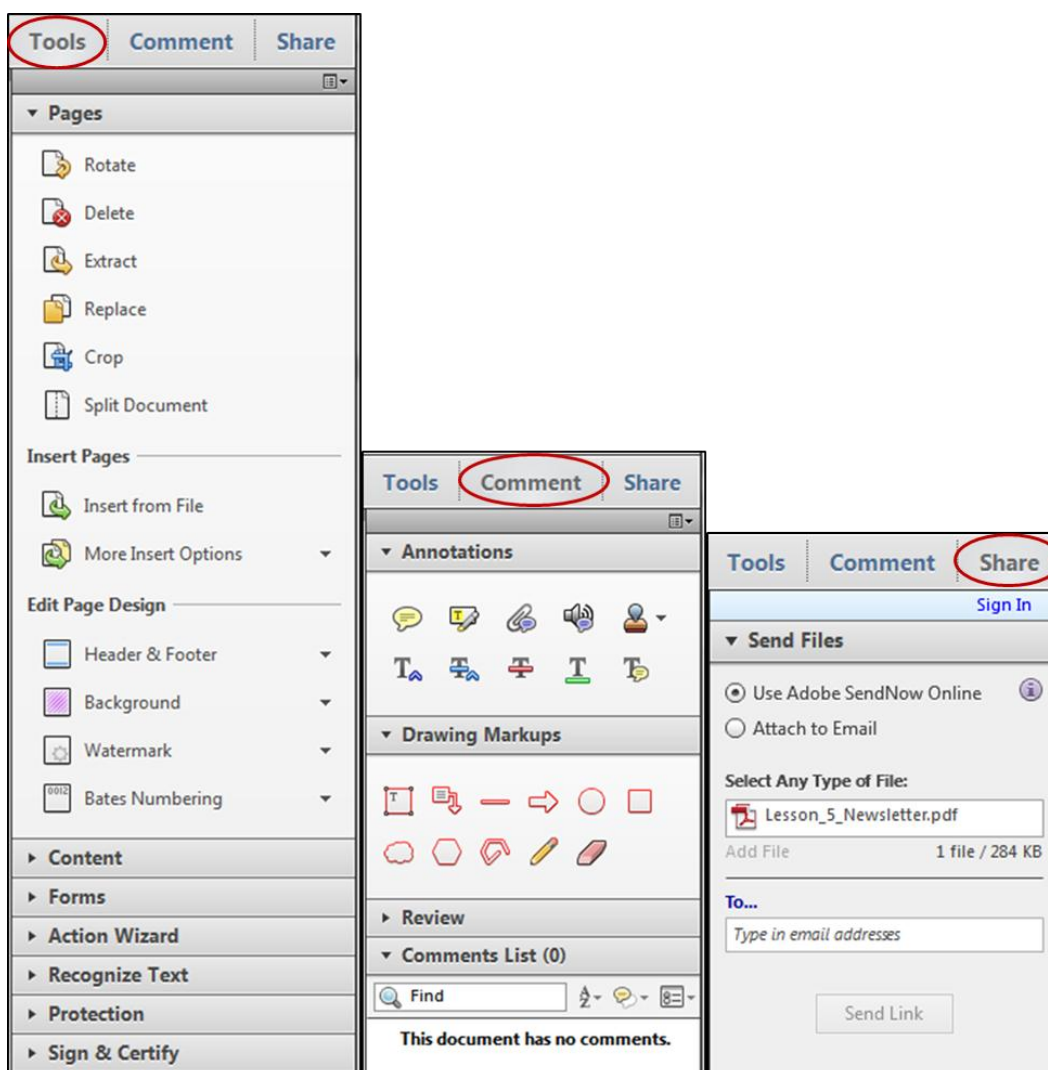
Move through a PDF, using one of the following:

- Click the **Previous Page**  or **Next Page**  button on the toolbar.
- Choose **View -> Page Navigation -> [location]**.
- Choose **View -> Page Navigation > Page**, type the page number in the **Go To Page** dialog box and then click **OK**.
- Press the **Page Up** and **Page Down** keys on the keyboard.

Tools

- The **Tools** pane organizes the Acrobat tools into task-related panels.
- You can **Customize** the **Quick Tools** toolbar.
- Click the **Create** button on the **Quick Tools** toolbar.
- Move your pointer down to the lower-left corner of the document pane to reveal the size of this page.
- The page size display disappears when you move the pointer away from the area.
- **Notice** that the page size is a standard 8.5 -by-11 inches.
- Click the **Bookmarks** button  in the navigation pane on the left side of the work area.
- You can use the **Bookmarks** to jump directly to bookmark's destination pages in the document, if the document has been bookmarked.
- The navigation pane displays the default navigation panels, including the **Bookmarks** panel.

- To open additional navigation panels, choose **View -> Show/Hide -> Navigation Panes -> [panel name]**.



Quick Tools toolbar

- By default, the **Quick Tools** toolbar includes the **Create** button that provides several commands for creating PDF files, output buttons, basic commenting tools, and common page-manipulation tools.
- It also includes a button for customizing the **Quick Tools** toolbar.






Common Tools toolbar

- The **Common Tools** toolbar includes page navigation buttons.
- To see the name or description of a tool in either toolbar, hover the pointer over the tool.




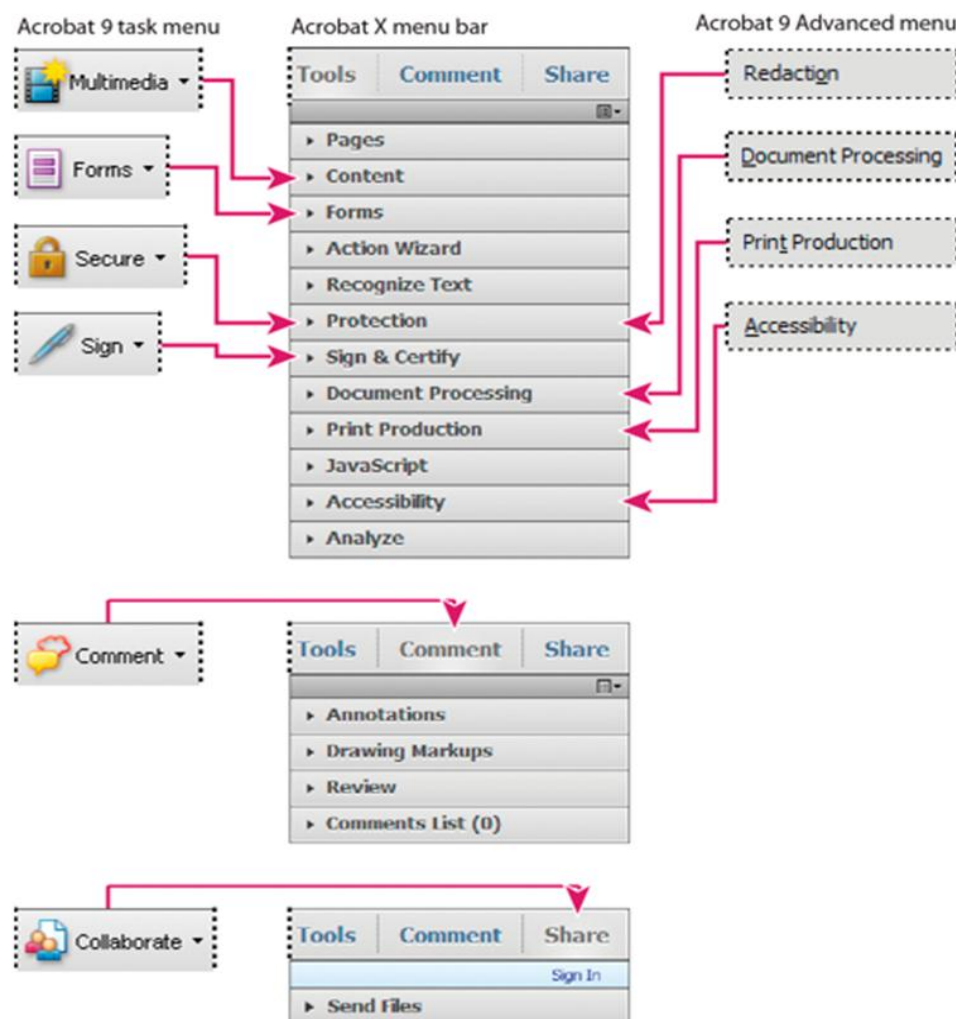
Selecting tools

- The default tool in Acrobat is the **Selection** tool .
- To select a tool from a toolbar, click its button in the toolbar. A selected tool usually remains active until you select another tool.
- Click the Zoom In button  in the **Common Tools** toolbar three times. Acrobat enlarges the view. Only part of the document appears in the application window.
- Click the **Hand** tool  in the **Common Tools** toolbar.
- The Hand tool lets you pan around the document.
- With the Hand tool selected, drag the document across the application window to see a different portion of the image.

Note: A black arrow to the right of a tool indicates that there is a menu associated with that tool. Click the arrow to reveal that menu.

Tools Pane

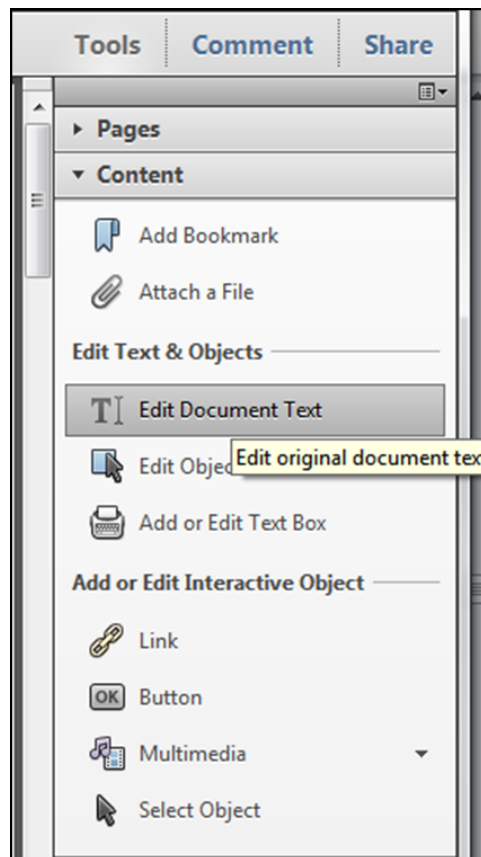
- Some menu commands in Acrobat 9 have moved to the **Tools** pane in Acrobat X.
- To add all the panels to the **Tools** pane, click the **options menu**  under the **Share** pane and choose a deselected panel from the list.



Selecting tools in the Tools Pane

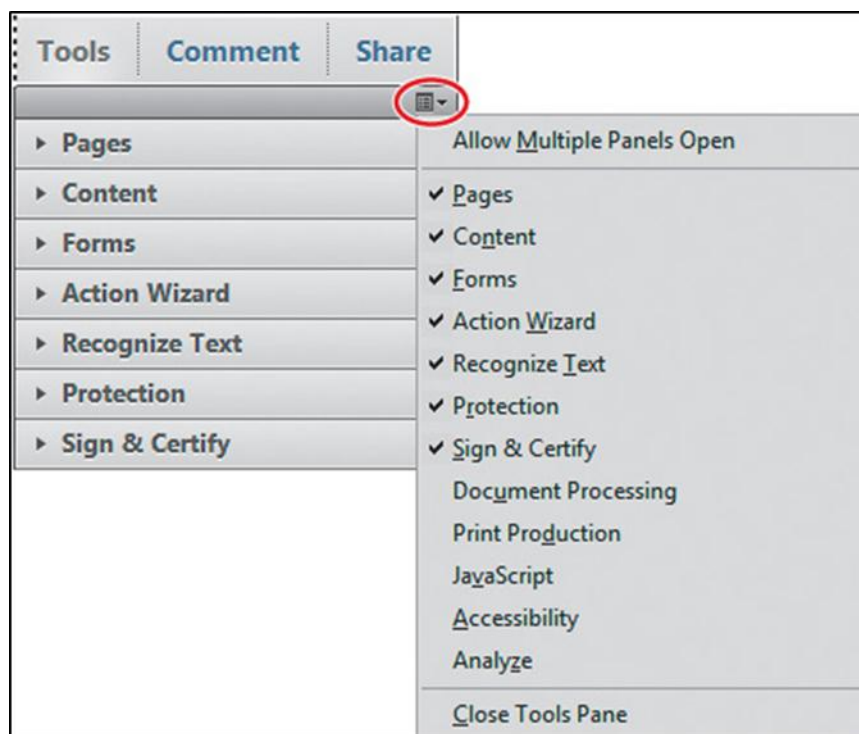
- Click **Tools** -> Click **Content** in the **Tools** pane.
- Select the **Edit Document Text** tool in the **Edit Text & Objects** area of the **Content** panel. The pointer changes to an **I-beam** when you move it over text.
Note: if this is the first time you have used the Edit Document Text tool, there may be a delay while Acrobat loads system fonts.
- Select some text in your document to edit, and type a different text (don't press the Enter key).

- Choose **File -> Save As -> PDF**
- Name the file **MyNewsLetter.pdf**, and click **Save**.




Panels in the Tools pane

- By default, the **Tools** pane displays the most commonly used panels.
- To add or remove panels from the pane, select the panels in the Tools pane menu.
- Acrobat uses the current Tools pane configuration in all PDF documents you open until you change the configuration again.
- Some of the tools, and some entire panels are available only in Acrobat Pro.
- The **Pages** panel contains tools for manipulating pages and page design.




To use the Comment pane

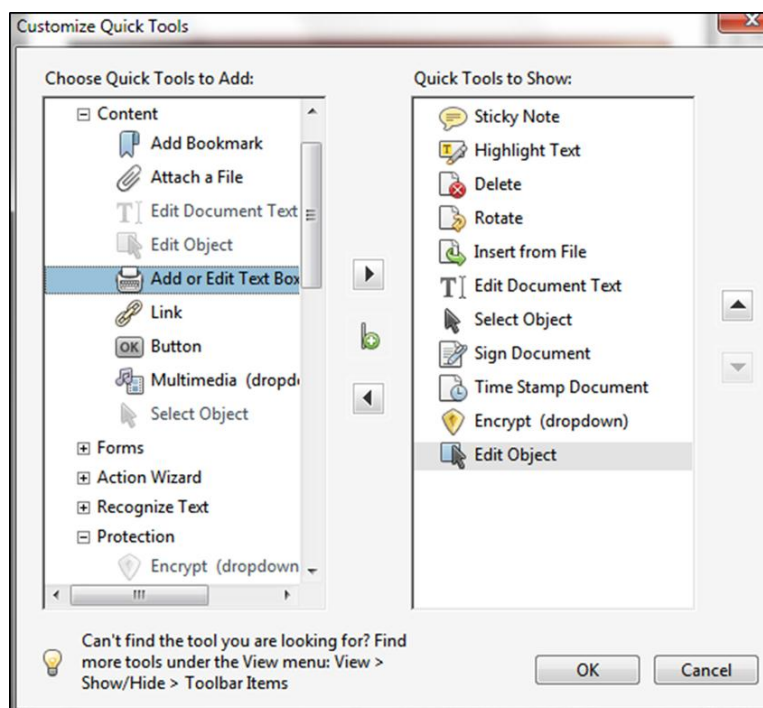
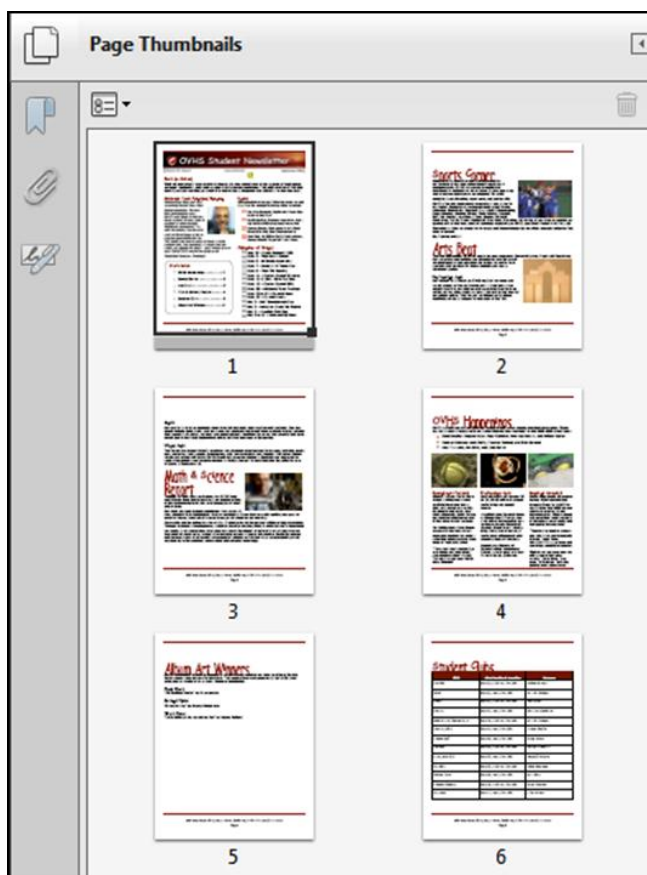
- In the **Common Tools** toolbar, click the arrow next to the zoom percentage, and choose **Zoom To Page Level** so that you can see the entire page.
- Click **Comment** in the upper-right corner of the application window to open the Comment pane. Comments in the document are displayed in the Comments List area of the pane.
- Click **Annotations** to open the **Annotations panel** if it's not already open.
- Select the **Sticky Note** tool 
- Click anywhere on page 1 of this document. A sticky note icon appears, and a message box opens. Type: *This is much better than the last version!*
- Click anywhere on the page to deselect your comment. Your comment appears in the Comments List.
- Click Comment to close the Comment pane.



Customizing the Quick Tools toolbar

- In the **Quick Tools** toolbar, click the **Customize Quick Tools** button .
 - In the **Customize Quick Tools** dialog box; the right side displays the tools currently in the toolbar, and the left side lists the tools you can add.
- From the list on the left, expand **Content**, and then select **Edit Document Text**.
- Click the right-arrow button to copy the tool to the list on the right.
- Click the up-arrow button multiple times to move the **Edit Document Text** tool to the top of the list, so that it will appear first in the **Quick Tools** toolbar.
- Click **OK** to save your changes.


Note: You can add and remove tools to the right of the **Customize Quick Tools** button in the **Quick Tools** toolbar, but you **cannot** move or remove anything to its left, such as the **Save** and **Print** buttons.



Navigating PDF documents

- You can zoom in and out, move to different pages, show multiple pages at a time, view multiple documents at a time, and even split a document to view different areas of the same document at a time.
 - Choose **View -> Zoom -> Fit Width**
 - Choose **View -> Zoom -> Zoom To.**
 - In the Zoom To dialog box, scroll down to choose **125%**, and click OK.
- Many navigation tools are available in more than one place; you can use the method that best suits your workflow.

Accessing specific pages

- Choose **View -> Page Navigation -> Page.**
- In the **Go To Page** dialog box, type **6**, and click **OK**.
- Choose **View -> Page Navigation -> Previous Page.**
- The **Previous Page** and **Next Page** commands serve the same purpose as the **Previous Page** and **Next Page** buttons in the **Common Tools** toolbar.
- In the navigation pane (on the left side of the application window), click the **Page Thumbnails** button 
- Acrobat displays thumbnails of all the pages in the document.
- Select the thumbnail for **page 3**.
- Select the **Hand** tool in the **Common Tools** toolbar.
- Drag in the document window to see a different area of the page.

Notice: that the highlighted area in the thumbnail moves accordingly.

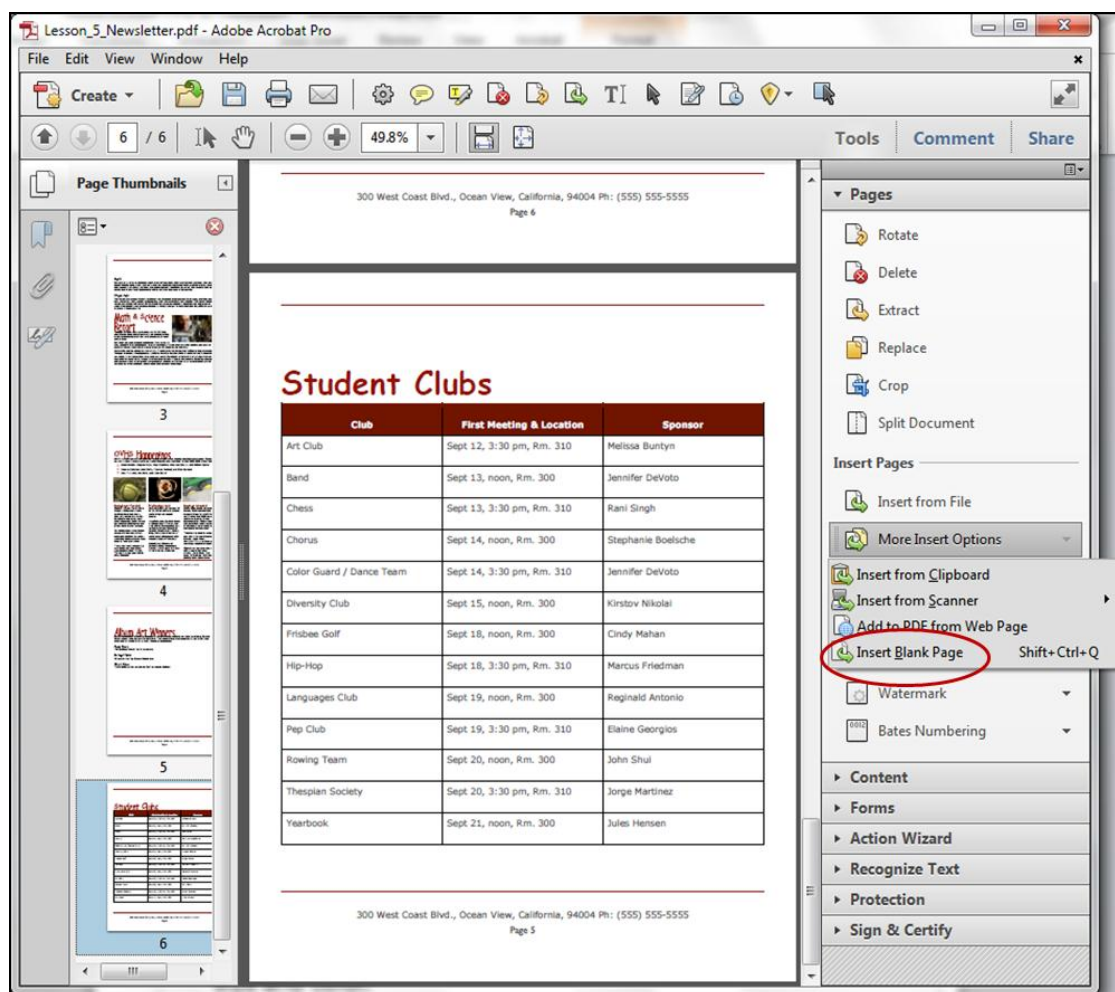
Inserting a blank page

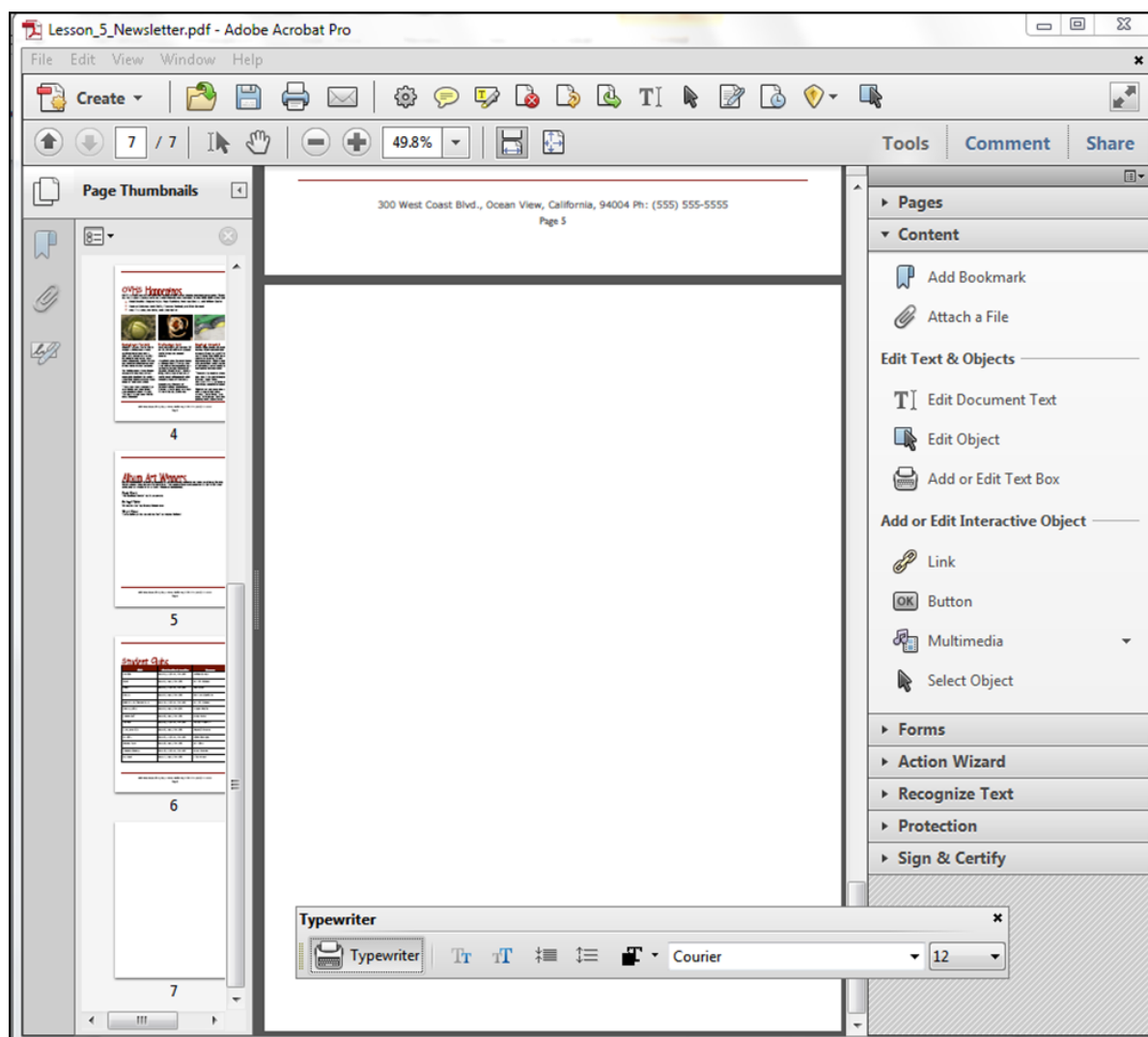
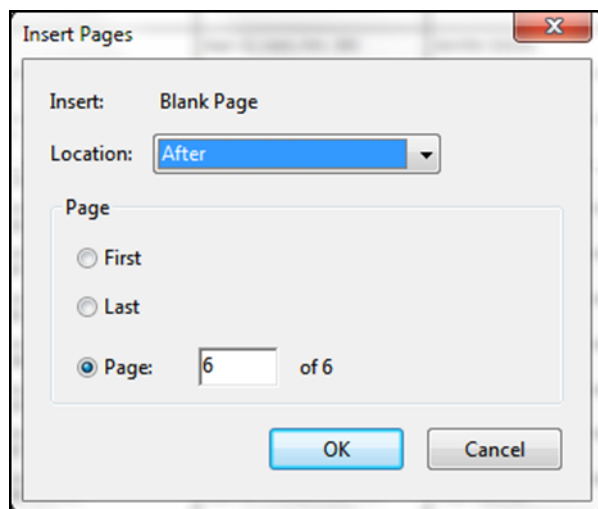
In Acrobat, a blank page makes it easy to create a transition page or a notes page.

- In Acrobat, Navigate to the last page of your PDF.
- Open the **Tools** pane, and then the Pages panel.
- Select **More Insert Options** in the Insert Pages area of the Pages panel, and

choose **Insert Blank Page**.

- In the **Insert Pages** dialog box, choose **After** from the Location: menu, and make sure page 6 is selected in the Page area of the dialog box. And then click **OK**.
- Click the **Next Page** button on the **Common Tools** toolbar to display the blank page.
- Open the **Content** panel in the **Tools** pane.
- Select **Add Or Edit Text Box**. Acrobat opens the Typewriter toolbar.
- Select the **Typewriter** tool in the toolbar. The pointer turns into an I-beam.
- Click an insertion point at the top of the page, and change the font (**Adobe Garamond Pro Bold**).
- Type some notes. Double click to select the typed text, and use options on the Typewriter toolbar to change text attributes, including font size and color.
- Choose **File -> Save** to save the document, and then **close** the file.



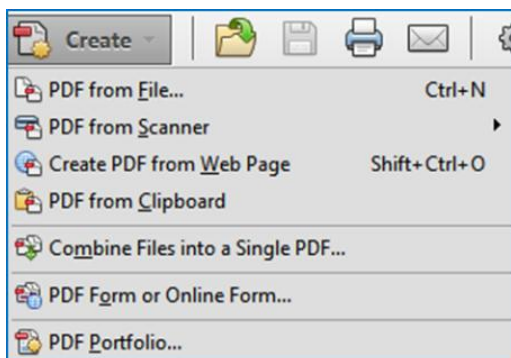
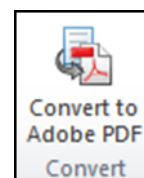
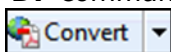
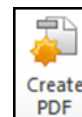


About creating Adobe PDF files

- You can convert a variety of file formats to Adobe PDF, preserving all the **fonts, formatting, graphics, and color** of the source file, regardless of the application and platform used to create it.
- You can create PDFs from **digital images, document files, websites, scanned paper documents, and clipboard content**.
- If the document you want to convert to PDF is open in its authoring application (for example, a spreadsheet is open in Excel), you can usually convert the file to PDF without opening Acrobat (File -> Save as Adobe PDF – in Office 2010)
- You also need to consider **PDF file size** and quality (**image resolution**, for example).

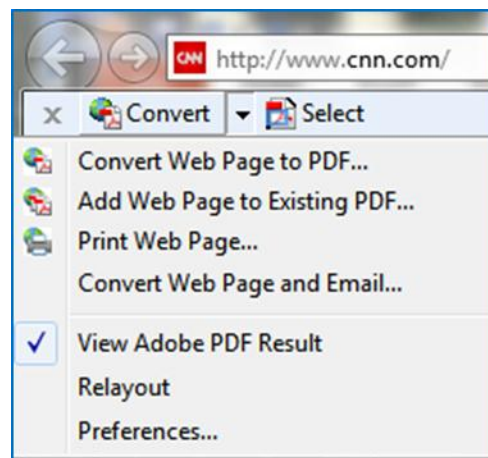
To Create Adobe PDF files

- Use the **Create** commands in the Acrobat **File** menu to quickly convert a variety of file formats to Adobe PDF and open them in Acrobat.
- You can combine converted files into a **single PDF, compact PDF file, PDF Portfolio**.
- Use Acrobat **PDFMaker** from **Microsoft Office** for **Windows**. When you install Acrobat, **Acrobat PDFMaker menu** is added automatically to supported applications that are installed on the computer.
- Click the **Create PDF** button on the **Acrobat** ribbon (Office 2007 or 2010)
- Use the **Convert to PDF** command to download web pages and convert them to Adobe PDF
- Convert **email messages** to Adobe PDF in **Microsoft Outlook**



PDF creation methods

- **Most files:**
 - **Create** menu within **Acrobat**, by choosing From **File -> Create**
 - **Adobe PDF Printer** within most application, in the Print dialog box.
 - **Drag- and- drop** On the desktop or in a folder (drag and drop the file icons into open Acrobat window).
 - **Context Menu**, on the desktop or in a folder by **right-clicking**.
- **Paper documents**
 - Requires a scanner and a hard copy of the document.
 - **Create** menu within Acrobat, by choosing **PDF From Scanner**.
- **Web pages**
 - **Create** menu within Acrobat, by choosing **Create PDF From Web Page**.
 - Using the **Convert** menu on a Web page.

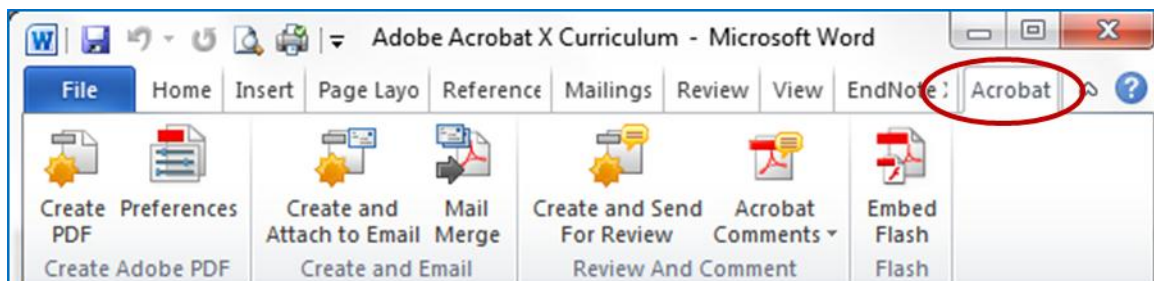


Creating PDF with PDFMaker (Windows)

- When you install **Adobe Acrobat X**, the installer adds **Acrobat PDFMaker** buttons or menu commands to the following applications:
 - Autodesk **AutoCAD**
 - Microsoft Office (including **Access, Excel, Outlook, PowerPoint, Publisher,**

and **Word**)

- Microsoft **Internet Explorer**
- Microsoft **Project**
- Microsoft **Visio**
- After you specify conversion settings, the settings apply across **PDFMaker**, Acrobat, and Acrobat **Distiller** until you change them.



Enhancing and Editing PDF Documents

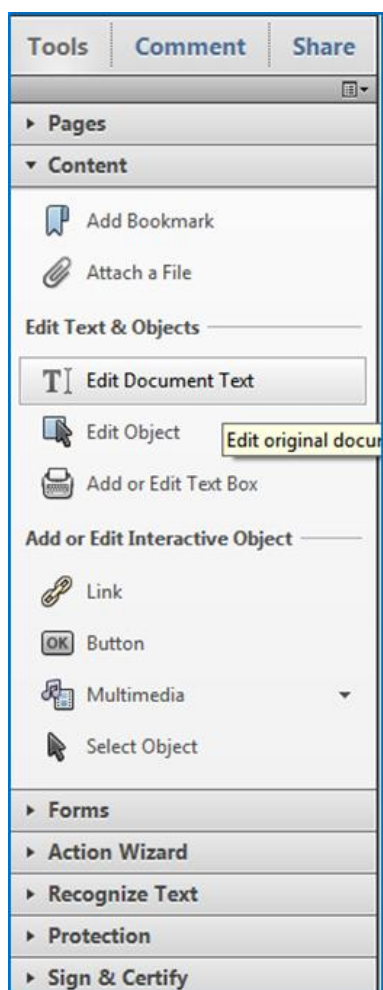
- A PDF file is like a snapshot of your original document.
- You can perform minor editing, but for substantial revision of your document, it is easier to make changes to the source document, and then regenerate the PDF.
- You can **modify** PDF documents by **rearranging, cropping, deleting, or inserting pages; editing text or images;** or adding multimedia files.
- You can also repurpose content by copying it for other uses.

Editing Text and Objects

The **Edit Document Text** tool works best when editing only a few characters. For more extensive editing, make changes in the original document.

- Choose **Tools > Content > Edit Document Text**.
- Click in the text you want to edit. A bounding box outlines the selectable text. If a bounding box doesn't appear, choose **Tools > Recognize Text > In This File**.
- Select the text you want to edit:

- Choose **Edit > Select All** to select all the text in the bounding box.
 - Drag to select characters, spaces, words, or a line.
- Edit the text by doing one of the following:
 - **Type** new text to replace the selected text.
 - Press **Delete**, or choose Edit > Delete to remove the text.
 - Choose **Edit > Copy** to copy the selected text.
 - **Right-click** the text and choose the appropriate option.
- Click outside the selection to deselect it and start over.



Create and add text to a new, blank PDF

This process can be useful for creating relatively small PDFs of up to about a dozen pages. For longer, more complex, or heavily formatted new documents, it's usually better to create the source document in an authoring application that offers more layout and formatting options, such as Adobe InDesign or various business software products.

Note: *The PDF Editor can make changes in text only with PDFs created from blank pages.*

- To add a blank page to a PDF created by another method, choose **File -> Create PDF -> From Blank Page**.
- Begin typing the text you want to add to the blank page.
- Add any formatting to the text by selecting it and selecting options on the New Document toolbar.
- As needed, select other tools and options that you want to apply to the PDF.
- Choose **File -> Save**, and select a name and location for the PDF file.

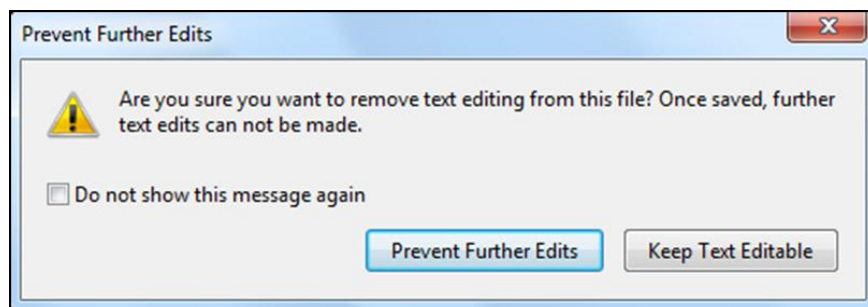
Note: When the page is filled with text, the PDF Editor automatically adds a new blank page to the document.

- Choose **Document -> Resume Editing** (to add more text and formatting as needed).

Prevent changes in PDF Editor

You can freeze the text you have added to PDFs created from a blank page. This prevents anyone from adding or changing the text. There is no Undo for this process.

- Choose **Document -> Prevent Further Edits**.
- In the message that appears, click **Prevent Further Edits** button to confirm your choice.
- Or, click **Keep Text Editable** button, if you want to continue adding or editing text with the **PDF Editor**.



View PDFs in Read mode

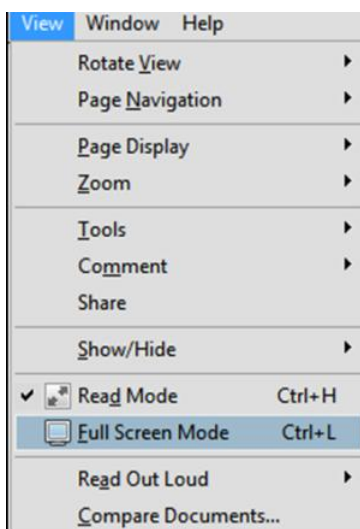
When you're reading a document, you can hide all the toolbars and task panes to maximize the viewing area on your screen.

The basic reading controls, such as **page navigation** and **zoom**, appear in a **semi-transparent** floating toolbar near the bottom of the window.

- ☐ To open **Read** mode, choose **View -> Read Mode (Ctrl + H)**, or click the Read Mode button in the upper-right corner of the toolbar. This will maximize the screen space available to a document in Acrobat so you can read it more comfortably.
- ☐ To restore the work area to its previous view, choose **View -> Read Mode** again. You can also click the **close** button in the floating toolbar.

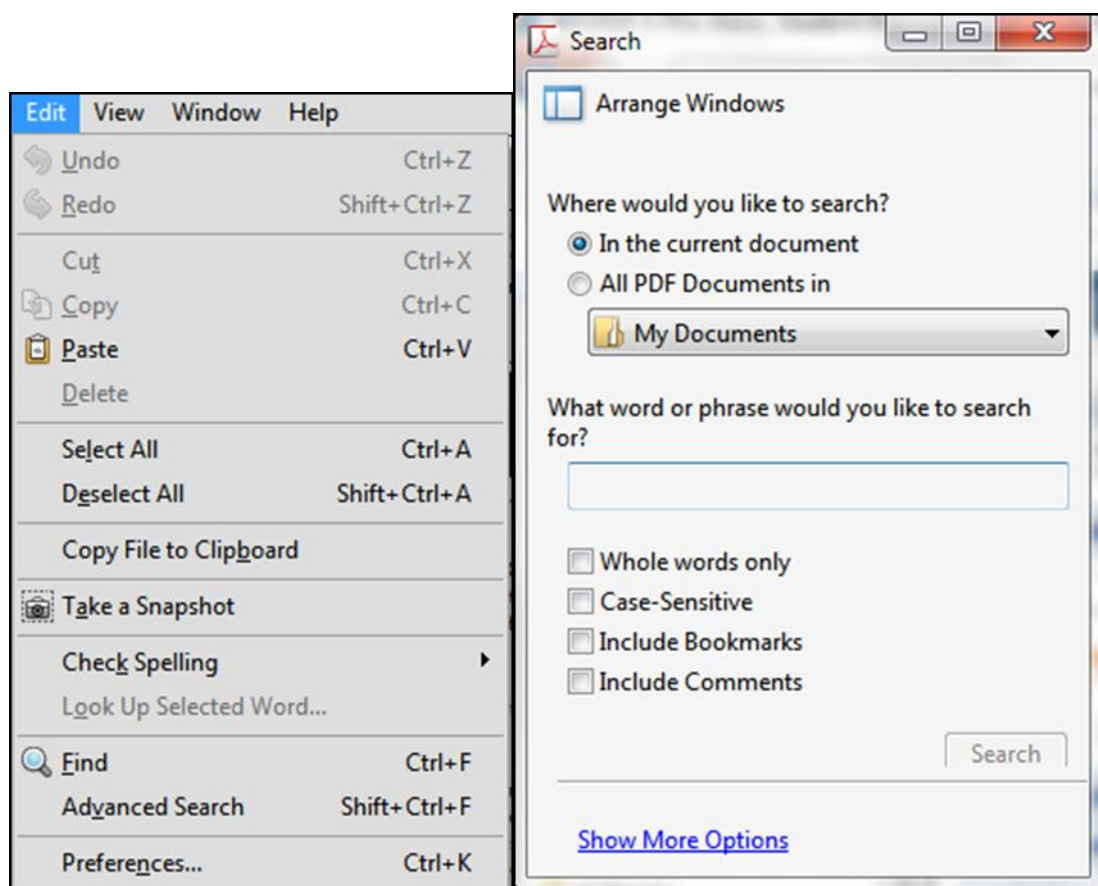
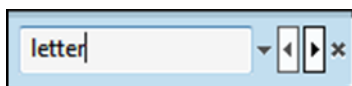


Note: Read mode is the default viewing mode when you open a PDF in a web browser.




To Search the PDF File

- Choose **Edit** - > **Find** (Ctrl + F).
- Type your search word (letter, for example).
- Use the previous, next buttons.
- Or - use the **Edit** -> **Advanced Search** (Ctrl + Shift + F).
- Close the Find box.



Adding Security

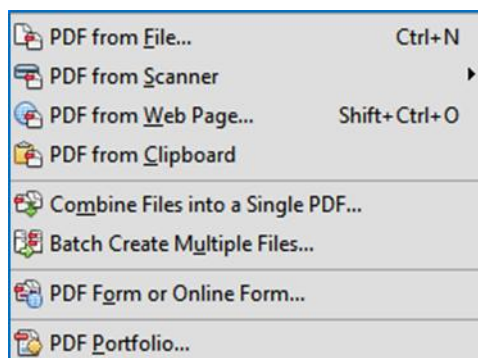
- You can secure a PDF using any of the following security methods:
 - Add passwords and set security options to restrict opening, editing, and printing PDFs.

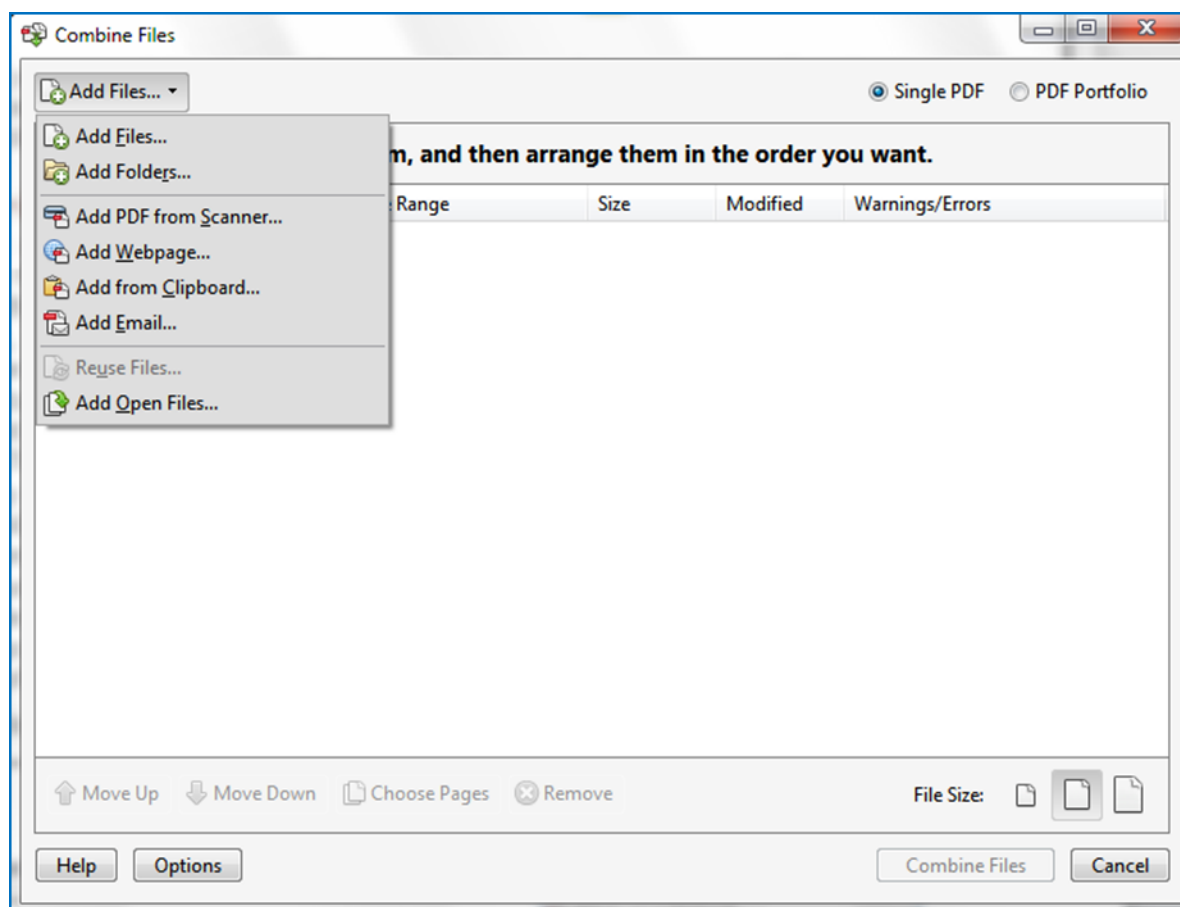
- Encrypt a document so that only a specified set of users has access to it.
- When you open a document that has restricted access or some type of security applied to it, you'll see a Security Settings button  in the navigation pane to the left of the document window.

Combining different types of files

You can combine all the documents for a specific project; such as the **text documents, email, spreadsheets, AutoCAD drawings, PowerPoint presentations**, etc. into a single PDF as sequential pages.

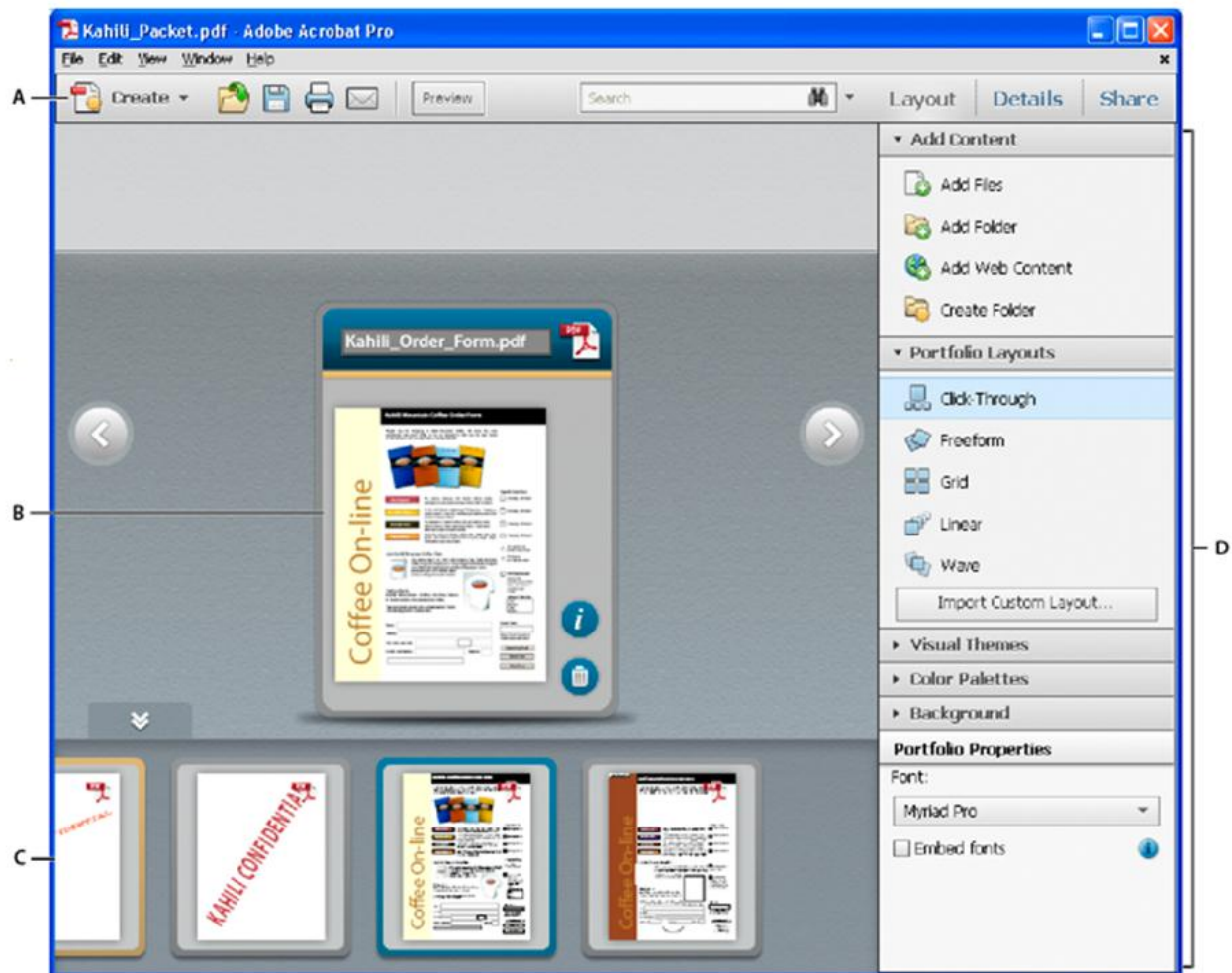
- To combine files, choose **File -> Create -> Combine Files into a single PDF ...** If a PDF is currently open, it appears in the list of included files.
- In the upper-right corner of the Combine Files dialog box, make sure that **Single PDF** is selected.
- From the **Add Files** menu, choose any of the following:
 - To add individual files, choose **Add Files**, and then select the files.
 - To add all the files in a folder, choose **Add Folders**, then select the folder.
 - To add files that you have combined into PDFs in other sessions, choose **Reuse Files**. Then select a previously created PDF from the left list, and from the right list, select the component documents. (If you have not used the Combine Files dialog box before, this option is not available.)
 - To add currently open PDFs, choose **Add Open Files**, then select the files.





About PDF Portfolio

- You can avoid the hassles of multiple email attachments by quickly assembling a wide range of content types including, videos (to play within your PDF), web pages, AutoCAD drawings, or an entire folder into a PDF Portfolio.
- To create a PDF Portfolio, choose **File -> Create PDF Portfolio** -> follow the steps.
- You can work with The Portfolio component files using various elements, such as **panes, toolbars, and windows**.
- Then you can email your **PDF Portfolio**, or share at a shared server. Or, send it for Shared review (**Comments -> Send for Shared Review, or Send for Email Review**).

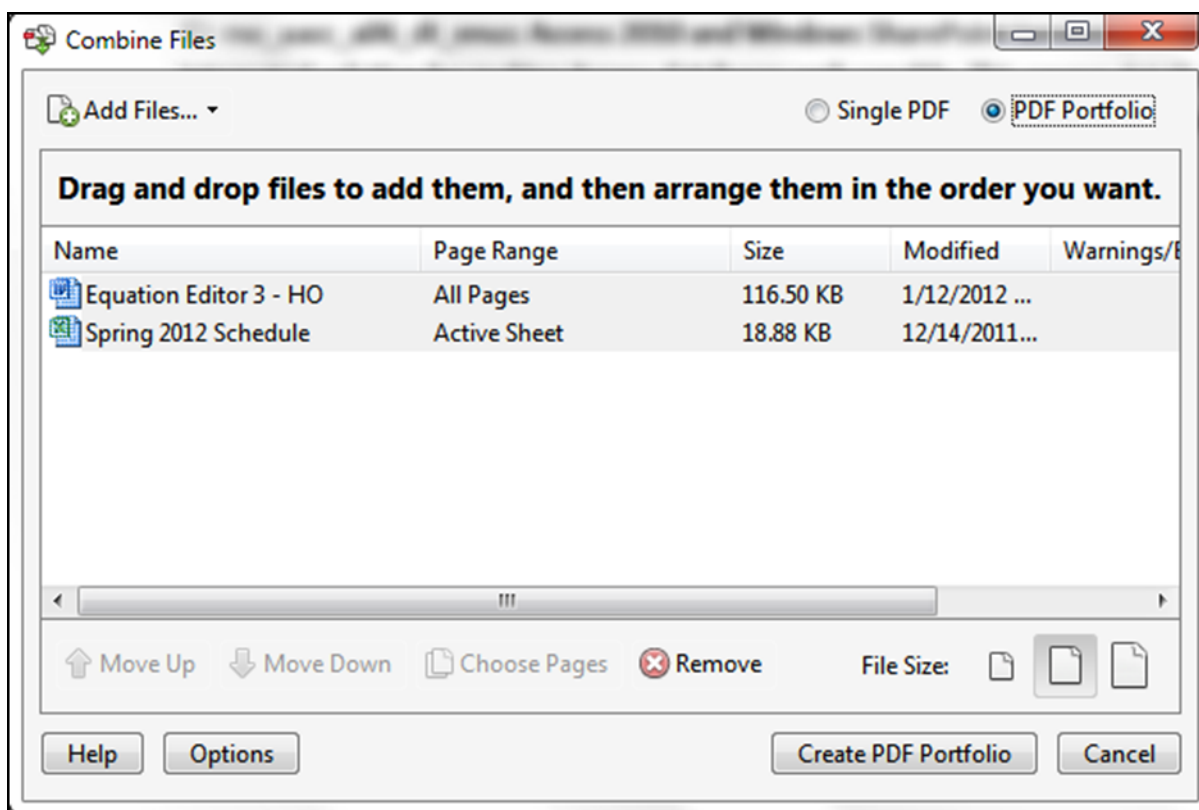


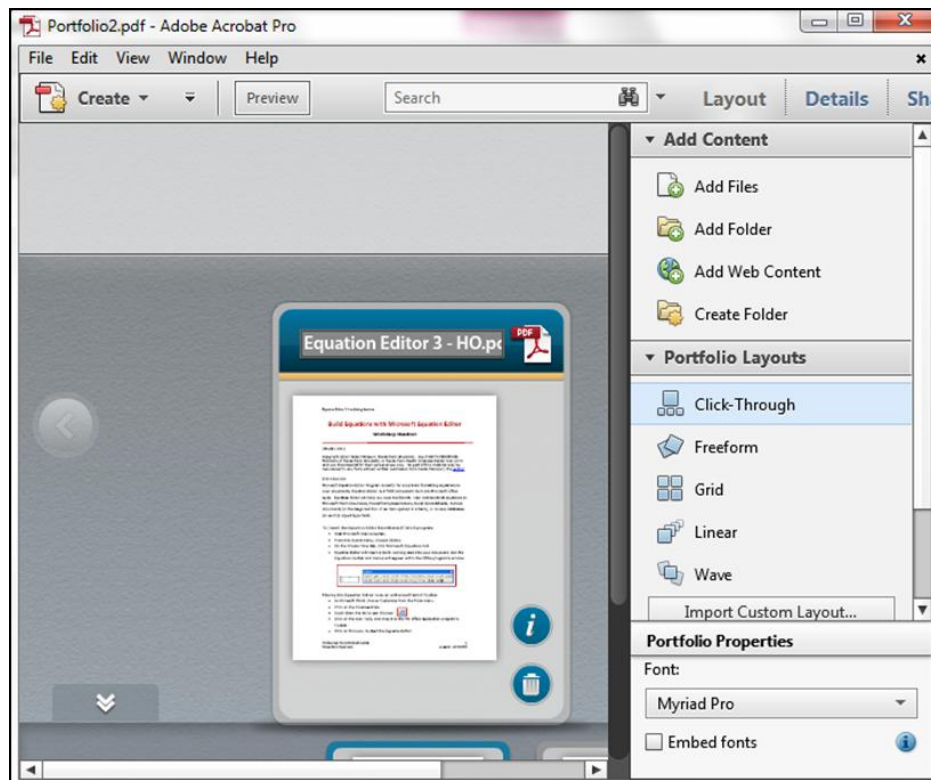
- A. PDF Portfolio toolbar
- B. Card representing the component files
- C. Component files and folders in the mini-navigator
- D. Layout pane for customizing the appearance

To learn more: <http://www.adobe.com/products/acrobatpro.html?promoid=JQCRX>

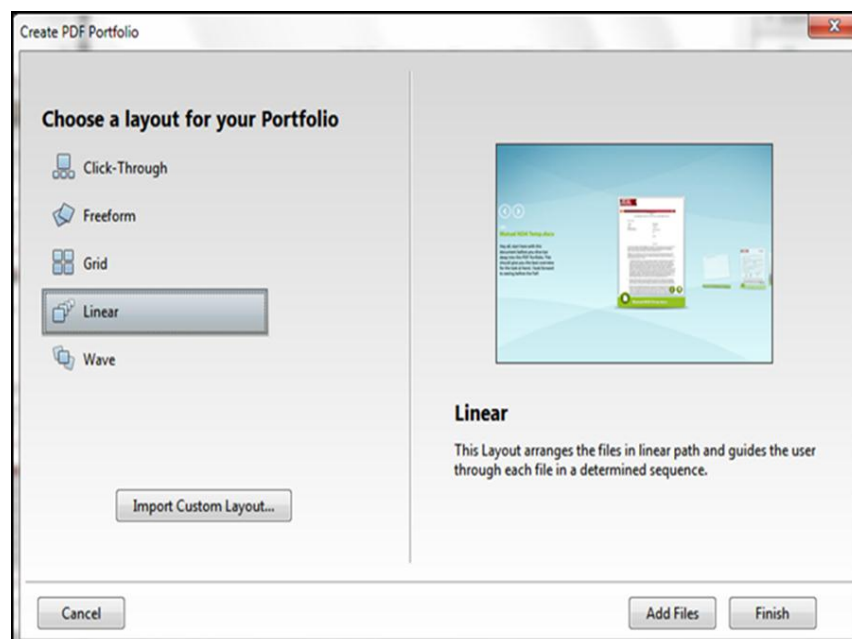
To Create a PDF Portfolio

- **File - > Create -> PDF Portfolio ...**
- Choose **Combine Files into a Single PDF**. The Combine Files dialog box appears.
- At the top of the dialog box, click **Add Files**.
- In the Add Files dialog box, select one or more files and click **Add Files**.
- Set the order of the documents by dragging them or by using the **Move Up** and **Move Down** buttons.
- Click **Next** to move to the next screen in the wizard.
- Select **PDF Portfolio**.
- Click **Combine Files**. The **Save As** dialog box appears.
- From the Save in list, browse to the location where you want to save the file.
- In the File name box, type a name.
- Click **Save**. The new PDF Portfolio is saved to your hard drive as a PDF. The Portfolio window opens in Acrobat and displays your PDF Portfolio.






- Or- **File - > Create -> PDF Portfolio ...**
- Follow the Steps.



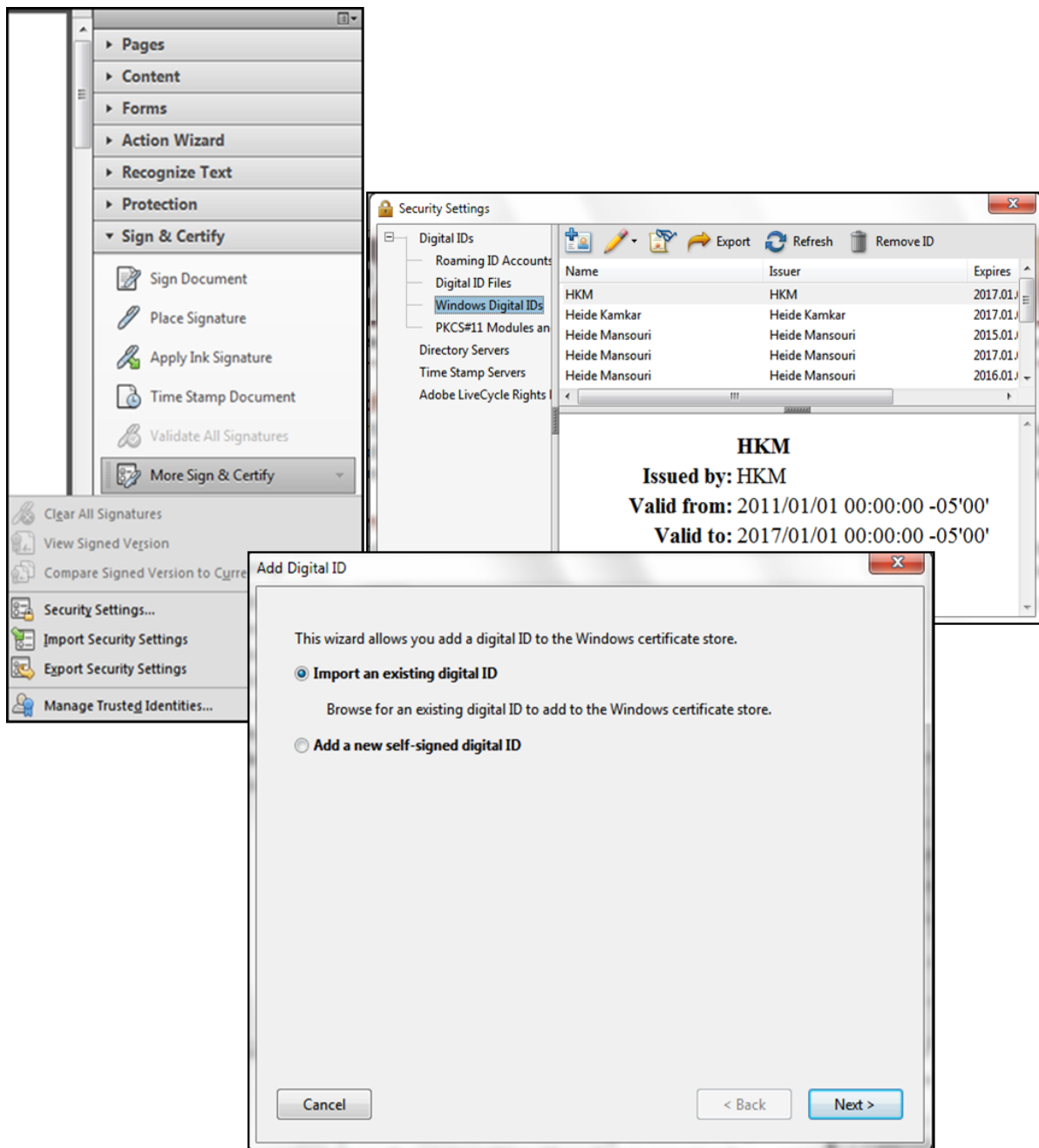
Digital signatures

- A digital signature verifies your identity and may include a photo, an image of your handwritten signature, or other personal details that you choose.
- When you sign a PDF, you indicate that you approve of its contents.
- If you receive a signed PDF, status icons let you know if the signature is valid.
- If a signature is questionable, you can verify it manually.
- To sign a document, you must obtain a digital ID or, create a **Self-Signed digital ID** in Acrobat or Adobe Reader.
- A digital ID is like an electronic driver's license that verifies your identity and may include your name, e-mail address, a photo, an image of your handwritten signature, or other personal details that you choose.

To Create a Self-Signed Digital ID

- In Acrobat, choose **Tools -> Sign & Certify - > Security Settings ...**
- Select **Digital IDs - > Windows Digital IDs**
- Click the **Add ID** button 
- Select the option **A New Digital ID I want to Create Now**, and click **Next**.
- Specify where to store the digital ID, and click Next.
- Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- Choose an option from the Key Algorithm menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
- From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
- Type a password for the digital ID file. For each keystroke, the password strength

meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password. **Important:** Make a backup copy of your digital ID file.



To Create a Signature Appearance

- Choose **Edit -> Preferences -> Security**.
- Click **New ...**, and type a title.
- On the **Identity** tab, specify options as desired.

Note: You can modify your digital signature appearance. For example, you can include your scanned signature

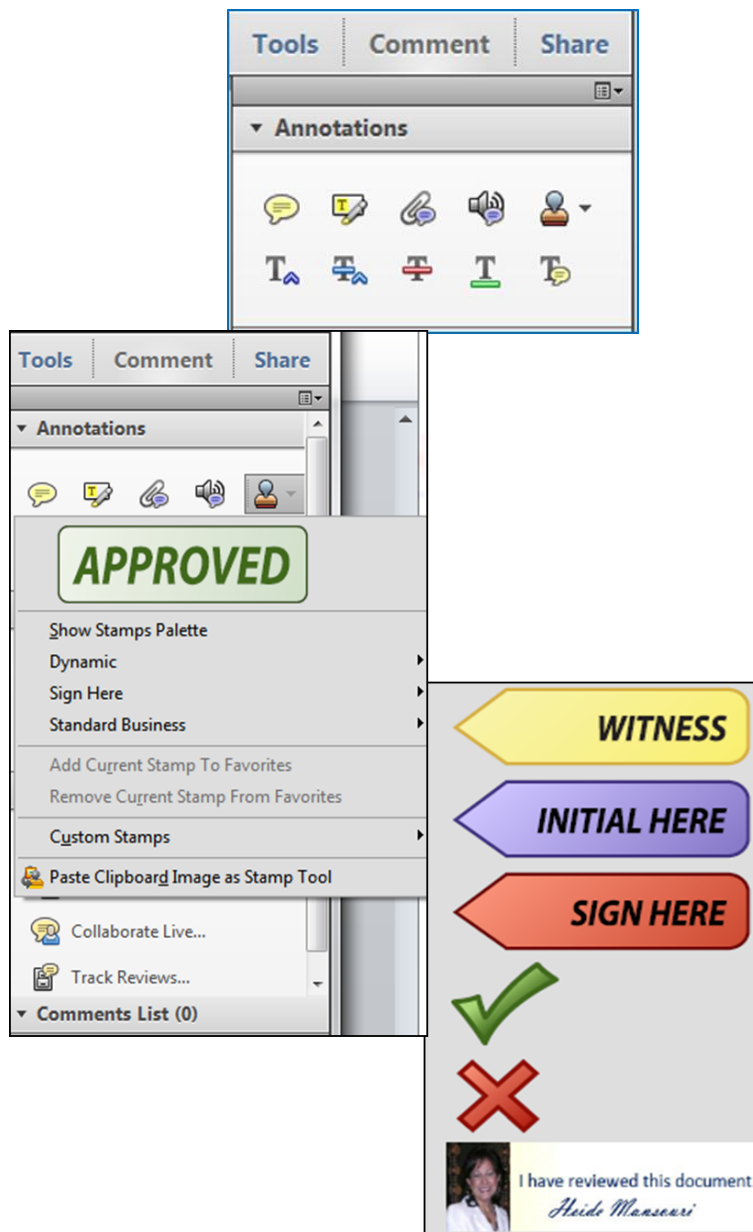
To Sign a PDF Document

- Complete your document edits before you sign it. Changes made to the document after it is signed can invalidate the signature.
- Create a Self-Signed Digital ID, or sign a PDF without a Digital ID.
- Drag your pointer to create a space for the signature.
- Follow the onscreen prompts to finish signing the PDF.

Adding Stamps to your PDF

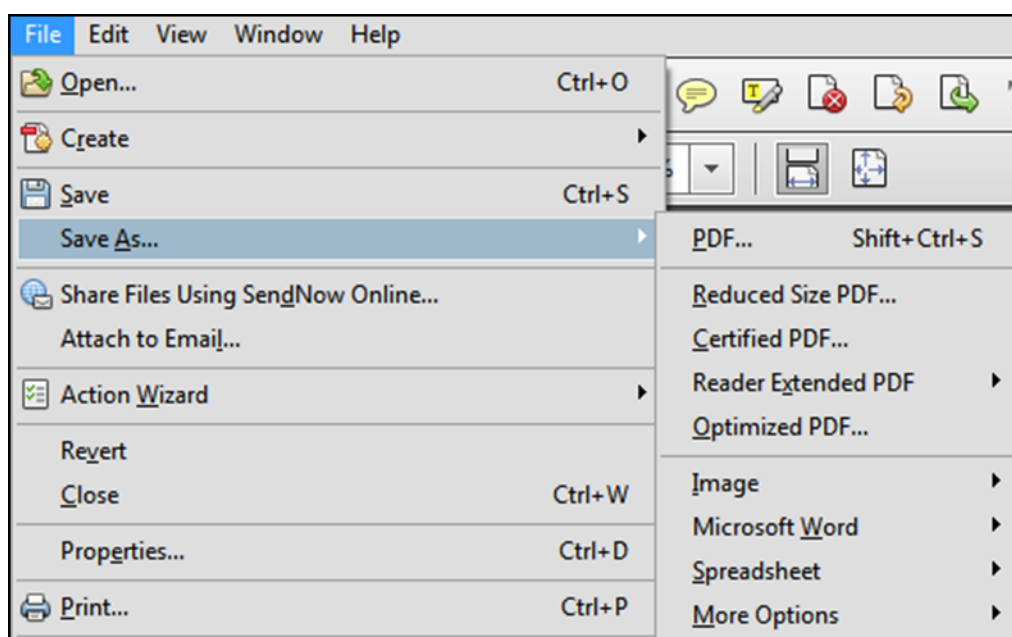
- You apply a stamp to a PDF in the same way you apply a rubber stamp to a paper document. The Stamp tool appears in the **Annotations** panel by default.
 - Show Stamps Palette
 - Dynamic
 - Sign Here
 - Standard Business
 - Favorites
 - Create Custom Stamp ...
 - Manage Stamps ...
- To Open the Stamps palette
 - Choose **Comment > Annotations > Stamps > Show Stamps Palette**.
- To apply a stamp

- Click the **Stamp** tool. The most recently used stamp is selected.
- In the **Stamps** Palette, choose a **category** from the menu, and then select a stamp.
- Click the document page where you want to place the stamp, or drag a rectangle to define the size and placement of the stamp.
- If you haven't provided a name in the **Identity** preferences, the **Identity Setup** dialog box prompts you to do so.



To Reduce PDF file size

- Reducing the size of PDFs improves their performance particularly when they're being accessed on the web.
- Choose **File -> Save AS ...**
- Select **Reduced Size PDF ...**
- Follow the steps and make your selections.
- Click **Save**.



To Save a PDF

- Choose **File -> Save As -> PDF**.
- In **Reader**, choose **File -> Save As -> PDF** or **File -> Save As -> Text**.
- To save a copy of a **PDF Portfolio**, choose **File -> Save As -> PDF Portfolio**.
- If you are viewing a PDF in a web browser, use the **Save A Copy** button in the Acrobat toolbar to save the PDF.

Print a portion of a page

- Choose **Edit -> Take a snapshot**.
- Drag around the area you want to print. Acrobat copies the selected area to the clipboard.
- Choose **File -> Print**, and choose **Selected Graphic** option.

Creating Interactive Forms LiveCycle Designer

- **Adobe LiveCycle Designer ES** is a standalone application included with **Adobe Acrobat Pro** for **Windows**.
- Use LiveCycle Designer ES when you want to extend the basic form capabilities in Acrobat.
- For example, a LiveCycle Designer ES form can include fields that let you easily add **graphics** to a form, and you can create **dynamic** and **interactive forms**.
- You **must** use LiveCycle Designer **to edit** any forms that were opened and saved in LiveCycle Designer, even if the form was originally created in Acrobat.

Recommended Online Resources

- **ADOBE TV** - Learn Adobe Acrobat, Photoshop, Premiere, Flash, Connect, Aftereffect, Illustrator, Encore, InDesign...etc. <http://tv.adobe.com/>
- **Acrobat training and tutorials at lynda.com** from TTU Library's Lynda.com (on TTU campus network only) <http://library.ttu.edu/lynda>
- **Adobe® Acrobat® X Classroom in a Book®**: The official training workbook from Adobe Systems, available from Safari Books Online <http://library.ttu.edu>
- **Adobe Acrobat User Community Sample Portfolios**
<http://acrobatusers.com/gallery/pdf-portfolio>

Please e-mail your questions, comments, or suggestions to heide.mansouri@ttu.edu.